



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTANT TRAINEE or ACCOUNTING OFFICER, SPECIALIST

\$3,133 - \$3,628 (AT) or \$3,715 - \$4,516 (AO)

ACCOUNTING SERVICES BUREAU

REVOLVING FUND/PAYROLL UNIT

SACRAMENTO

The Department of Insurance has an opening to be filled at the Accounting Officer, Specialist, classification to work in the Accounting Services Bureau's Revolving Fund/Payroll Unit. For recruitment purposes, this position may be filled at the Accountant Trainee level.

RESPONSIBILITIES: Under the general supervision of the Accounting Administrator I (Supervisor), this position is responsible for the professional accounting duties of average difficulty related to payroll distribution, payment of travel expense claims and travel related invoices (Rental Cars and Airfare). This includes gathering data and preparing analysis on various accounting issues, and assisting in developing automated systems to enhance the efficiency of the accounting process.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Have excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accountant Trainee or Accounting Officer, Specialist, level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Ellen Uy, Accounting Services Bureau, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. **Please indicate "Accountant Trainee #192-4179-ORF" or "Accounting Officer, Specialist #192-4546-020" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3224.

FINAL FILING DATE: June 21, 2007 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

pb06/11/07

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
